

# HOLLYWOOD PARK CASINO

## JOB DESCRIPTION

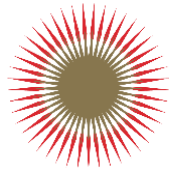
TITLE OF POSITION: Kitchen Supervisor	DEPARTMENT: F&B
REPORTS TO: Executive Chef	DATE: July 2021
PAY RATE/RANGE: \$24.00	PAY TYPE: Hourly

### POSITION SUMMARY:

Oversees Casino kitchen, Casino line, Casino and Outlets Production, under minimal supervision. Performs all duties assigned in accordance with all applicable legal regulations and requirements, presenting oneself as an asset to the Hollywood Park Casino and encouraging others to do the same.

### MAJOR DUTIES AND RESPONSIBILITIES:

- Provide excellent customer service to all guests and employees; ensure the customer service provided always exceeds the criteria set by HPCC's Code of Professionalism.
- Maintain a professional and well-groomed appearance at all times.
- Communicate effectively with all employees and follow through on written and verbal instructions.
- Maintain complete knowledge of health department requirements and regulations, and all company policies and procedures.
- Check food rotations, FIFO, in refrigerated coolers and freezers, date labeling, sanitation, and temperatures
- Supervise and help in food preparation for banquets events if needed.
- Control labor, time punches, Ensure accountability and punctuality of Kitchen Staff.
- Strictly enforce and adhere to all HPC timekeeping rules and procedures.
- Monitor food costs, food waste, inventory, and ordering.
- Work with all cooks to ensure proper and timely preparation of food.
- Prepare Weekly Specials, Menu, Recipes, Execution.
- Communicate with, Executive Chef, Executive Sous Chef, Sous Chefs, F&B Managers, and servers regarding quality of meals, service, menus, etc.
- Train and develop staff on menu, recipes, presentation, portion control and food quality
- Oversee proper Kitchen maintenance.
- Report and address safety concerns immediately.
- Take direction from and perform all other job duties assigned by Kitchen Management.
- Must function in a team environment.
- Attendance and punctuality are essential functions of this position.



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- Strictly enforce and adhere to all HPC timekeeping rules and procedures.
- Enforce and adhere to all department, Human Resources and Safety policies and procedures.
- Enforce and adhere to all applicable federal, state and local laws and regulations.

#### **QUALIFICATIONS, EXPERIENCE, EDUCATION:**

- 5 + years' line cook experience
- Must be 21 years of age or older to apply.
- Must be able to pass a background check and obtain a casino work permit before entering this position.
- Must have employment eligibility in the U.S
- Must possess a high regard for customer service and Team Member relations.
- Ability to adapt well to the casino environment that involves large numbers of people as well as loud and continuous high noise levels.
- Demonstrates Flexibility – able to change schedule or locations within the casino as required to meet the needs of the departments
- Must be able to work any shift and any day of the week, including weekends, holidays, and special events.
- Ability to establish and maintain effective working relationships with employees and guests.
- Ability to work under pressure and be detail oriented.
- Duties for this position require moderate physical exertion, such as sitting/walking at will, standing/sitting for long periods, lifting/carrying objects weighing up to 25 lbs., pushing/pulling objects, crouching/kneeling, bending, reaching, kneeling, twisting, close vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering equipment. Safety precautions must be used at all times to avoid injury to oneself and others.

The above statements are intended to describe the general nature, level of work, and skills being performed by people assigned to this classification. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Furthermore, the above statements may be reviewed, changed and/or modified by management at any time, with or without notice to employees.